



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration **ACTION TRANSMITTAL**

Control Number: 14-13

Effective Date: Immediately Upon Receipt

Issuance Date: April 15, 2014

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS
HEALTH OFFICERS, LOCAL HEALTH DEPARTMENTS
LOCAL HEALTH DEPARTMENT ELIGIBILITY STAFF**

**FROM: DEBBIE RUPPERT, EXECUTIVE DIRECTOR DHMH/OES
ROSEMARY MALONE, EXECUTIVE DIRECTOR FIA**

Debbie Ruppert
Rosemary Malone

**RE: PROCEDURES FOR PROCESSING DELAYED MEDICAL ASSISTANCE
REDETERMINATIONS**

PROGRAM AFFECTED: MEDICAL ASSISTANCE

ORIGINATING OFFICES: OFFICE OF ELIGIBILITY SERVICES (OES)

BACKGROUND:

Action Transmittal 14-10 provides instructions for processing Medical Assistance (MA) applications using CARES workarounds. This AT provides instructions for processing MA redeterminations for those categories that had end dates extended due to the implementation of health care reform. The Department of Health and Mental Hygiene (DHMH) received permission from the Centers for Medicare and Medicaid Services (CMS) to extend the redetermination dates of Modified Adjusted Gross Income (MAGI) cases in the Client's Automated Resources and Eligibility System (CARES). Beginning April 2014, redetermination mailings will resume for cases set to close June 30, 2014.

In order to help align CARES with the new expanded Medicaid income limits, the Department of Human Resources (DHR) adjusted the federal poverty level (FPL) amounts in CARES effective May 1, 2014 to resemble the 2014 Affordable Care Act (ACA) rules. The Monthly Income and Asset Guidelines for Medical Care Programs are attached with the 2014 Federal Poverty Levels.

When processing MA redeterminations, case managers will continue to see the pre-MAGI coverage groups in CARES. After the case manager approves the case, CARES will convert the MHC work around coverage groups to the appropriate MAGI coverage groups. This conversion occurs prior to the daily interface with the Maryland Management Information System (MMIS). The purpose of this conversion is to ensure that Federal funds are matched appropriately. Specifically, the conversion affects three CARES coverage groups:

- F05 and F98 coverage groups will convert to A03 for customers who are 19 years or older with a household income greater than 116% FPL and less than 138% FPL.
- S98 coverage group will convert to A02 for customers with an “MH” in the Special Circumstances field on the ADDR screen.

ACTION REQUIRED:

1. Case managers will follow normal redetermination procedures in CARES beginning with June redeterminations mailed to customers in April 2014.
2. Case managers should be mindful that the following types of income do not count in the MAGI calculation:
 - Child Support
 - Worker’s compensation benefits
 - Federal tax credits and Federal income tax refunds
 - Gifts and loans
 - Inheritances
 - Veterans benefits
 - Supplemental Security Income (SSI)
 - Temporary Assistance to Needy Families (TANF) and other government cash assistance
 - Proceeds from life insurance, accident insurance, or health insurance
3. The Division of Recipient Eligibility Programs (DREP) will continue to accept and process Certification Turn-Around Documents (CTADs) when an eligible individual requires emergency health coverage. Narration should document the reason for the emergent request. The CTAD should reflect EMERGENCY across the top and be faxed to 410-333-7012.
4. When a redetermination is completed on an associated program (i.e., Food Supplement Program), complete the redetermination on the MA case.
5. If the customer contacts the local department prior to the extended redetermination date (i.e., to report a change), the case manager should complete the MA redetermination at that time.
6. When a MAGI coverage group case denies/closes due to over scale income, back out and manually deny/close the case in CARES using RSN Code 570. The 570 code now supports the Medicaid denial/closing. CARES will send the customer a notice that includes the following language:

YOU ARE NOT ELIGIBLE FOR MEDICAID; ELIGIBILITY FOR A QUALIFIED HEALTH PLAN WILL BE REVIEWED. YOUR ELIGIBILITY FOR A QUALIFIED HEALTH PLAN WILL BE HANDLED BY THE MARYLAND HEALTH CONNECTION. 10.09.24.12C/10.09.24.07G

COMAR Citation(s):

10.09.24.12 10.09.24.07 00.00.00.00 00.00.00.00

FOR MORE INFORMATION, VISIT www.MarylandHealthConnection.gov or call 1-855-642-8572.

7. When customers are potentially eligible to enroll in a Qualified Health Plan, use your office's regular hand-off process. Your local procedure should include the following steps:

- 1) Write the IRNs (Client IDs) for each household member on the paper application to ensure a correct match in MHC.
- 2) Give the Navigator the paper MHC application and/or Client Information Form (CIF).
- 3) Inform the Navigator if anyone included on the paper application was determined MAGI eligible.
- 4) The Navigator will assist the applicant in enrolling in a Qualified Health Plan or refer the customer to the MHC Call Center.

REMINDERS:

- Code Food Supplement countable income as “OF” on the UINC screen.
- Do not issue a CTAD for F05, F98 and S98 conversion coverage groups.
- Completing MA redeterminations with their associated program(s) or at the time of contact will:
 - Reduce the number of MA redeterminations to be worked in subsequent months;
 - Synchronize certification end dates for multiple programs; and,
 - Limit customer contact with the local office.
- Do not use RSN Codes 301 or 320 to deny/close MAGI coverage group cases due to over scale income.
- MAGI-Eligible Childless Adults must be coded as with an “MH” in the Special Circumstances field on the ADDR screen.

ATTACHMENT:

Monthly Income and Asset Guidelines

INQUIRIES:

Please direct Medical Assistance policy questions to the DHMH Division of Eligibility Policy at 410-767-1463 or 1-800-492-5231 (select option 2 and request extension 1463). Direct systems questions to the Office of Health Care Initiatives and Support Services at FIA.RRT@maryland.gov.

cc: DHR Executive Staff
DHMH Executive Staff
FIA Management Staff
DHMH Management Staff
Constituent Services
DHR Help Desk